

Script for Survey Administrators

2013 Richmond City Virginia Youth Survey

STEP 1 – Verify that non-participating students (if any) have an alternate activity.

STEP 2 – After students are seated, distribute questionnaires and answer sheets.

STEP 3 – Introduce yourself and the survey to the class.

“Good (morning/afternoon). The City of Richmond, the Virginia Department of Health and several community organizations are conducting this student survey. I’d like to thank each of you for participating in the survey.

I would like to emphasize that this is not a test of you or this school. To develop better health education programs, educators and health officials must find out which behaviors students like you are engaging in.

Throughout the entire survey process, I will maintain strict procedures to protect your privacy and allow for your anonymous participation. Please **do not** write your name on the questionnaire booklet or answer sheet. Your answers are private and we do not want to know your name. Results of this survey will never be reported by name, class, or school. Please do not complete the class room or school ID on the back of the answer sheet.”

STEP 4 – Instruct the class about filling out the questionnaire.

“Use the # 2 pencil that I will hand you to fill out the answer sheet. Do not use a pen. Notice that for each question on the questionnaire, there is a corresponding set of ovals. For each question, choose just one answer that best fits what you know or do, then fill in the corresponding oval on the answer sheet. If you must change an answer, erase your old answer completely. Except for question 5, only one oval should be filled in for each question.”

Please be sure to read every question carefully. When you are finished, look over your answer sheet to make sure that you have not skipped any questions you wanted to answer. Please raise your hand when you are finished with the survey and I will come to your desk. Do not talk with other students.

It is important that you answer the questions based on what you really know and do. Do not pick a response just because you think that’s what someone wants you to say. **Your teacher and I are not allowed to answer any questions once we start. Simply do the best that you can.** Now I would like you to look at the questionnaire. Please read the first page of the survey.

(Pause) Distribute pencils.

STEP 5 – Pause here to answer any questions and start survey.

“Do you have any questions before we begin?”

STEP 6 – Start survey

“Please begin.”